

MILPERSMAN 1050-300

ARMED FORCES LIBERTY PASS

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References	(a) DODI 1327.6, Leave and Liberty Procedures, of 22 Apr 05 (b) NAVSUP P-2002D, Unabridged Navy Index of Publications and Forms
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1. **Policy.** Per reference (a), a valid Armed Forces identification (ID) card (DD 1173, Uniformed Services Identification and Privilege Card) shall suffice to identify a member on authorized absence not classified as leave. When, in the judgment of the commanding officer (CO) or a senior officer in the chain of command, it is necessary for security, operational, or other special circumstances to control the authorized absence (other than leave for administrative absence) of members, the Armed Forces liberty pass (DD 345, Liberty Pass, Armed Forces) may be used.

2. **Instructions for Issuing the Liberty Pass.** When a liberty pass is required, DD 345 shall be issued per the following:

a. Complete blocks on DD 345 as follows (self-explanatory items omitted):

Block Name	Required Information
Service	U.S. Navy
Card No.	(For local control.)
Organization	(Enter title of issuing activity.)
Time Limits	(May be used to indicate limitations or additional information prescribed by the local commander. Any entry must be self-explanatory.)
Signature and Grade of Issuing Officer	(Type name and grade of the issuing officer under the signature.) An officer, a master chief, senior chief, or chief petty officer, or a civilian (GS-5 or above) specifically designated by the CO, shall sign DD 345.

b. DD 345 is printed in five colors (red, blue, green, salmon, and yellow) to aid in maintaining local control.

c. Supplies of this form may be requisitioned from cognizance "I" Stock, Navy supply systems, as specified in reference (b). Local reproduction is not authorized.